

PORTLOCK -2

SBC 9/25/03

EMPLOYEE WARNING NOTICE

Kathy Koch

EMPLOYEE NO. DEPARTMENT SHIFT

WARNING DATE

3/16/98

VIOLATIONS

ATTENDANCE
 CARELESSNESS
 CONDUCT
 INSUBORDINATION

PERSONAL WORK
 REFUSAL TO WORK OVERTIME
 SAFETY
 TARDINESS

UNAUTHORIZED ABSENCE
 WORK QUALITY
 WILLFUL DAMAGE TO COMPANY
 PROPERTY
 OTHER

WARNINGS PREVIOUSLY

| WARNING # | DATE | ORAL | WRITTEN | SIGNED |
|-----------|--------|------|---------|--------|
| 1 | 3/4/98 | | X | |
| 2. | | | | |
| 3 | | | | |

COMPANY STATEMENT

The effective training
Kathy's employee training
on 2/23/98 did not cover
PE's with full script, not
enough time, was spent on
phone script, not enough time
to review

Syse Fulton

area supervisor

DATE 3/16/98

EMPLOYEE STATEMENT

I agree with Company Statement.

I disagree with Company Statement.

I respectfully disagree

with this statement

over

SIGNED Kathy C. Koch

DATE 3/16/98

ACTION TAKEN

-on 3/16/98 - day area spent covering ^{effective} training
with Kathy and will be followed on 3/19/98 training

I have read this Warning Notice and understand it.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR Syse Fulton

DATE 3/16/98

This form was refused by Employee

DATE

SUPERVISOR
 The Employee Warning Notice, after completion, contains information on the medical condition or history of an employee, which must be maintained in a separate medical file and treated as confidential in accordance with applicable law and regulations.

 Adams

Employee Warning Notice

was spent - on homework of wk - up
to where entire class had a full
understanding of supplement prices and savings
cost of health expenses and wt. expenses
was not covered.

- Kathys training left employees confused, and not enough knowledge
to place them in a center the following

wk-

Therefore I had to spend an entire
day covering material that
wasn't properly covered